

Attachment A
Significant Items of Interest Regarding the 2024 Fiscal Year-End Closing Procedures
Informational Only

It is imperative that each agency adhere to the critical dates and procedures detailed in the 2024 Fiscal Year-End Closing Procedures and have controls in place to ensure accurate reporting. Lack of timely and accurate responses necessary for the compilation of accounting data and critical reports jeopardizes the state’s bond rating (AAA) and compliance with federal reporting requirements. Please read through this document carefully to ensure awareness of the requirements and deadlines in order to provide timely and accurate responses to DOA.

Changes to the normal nightly Cardinal batch processing schedule

June 26th	<p>Cardinal Financials is unavailable beginning at 3 p.m. for year-end processing.</p> <p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (online) • AR (online & interface) • GL (online & interface) <p>The following transactions will not be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (interface) <p>Pay Cycle will be run.</p>
July 4th	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • GL (online & interface) • AP and EX (online & interface) • AR (online & interface) <p>There will be no AP Pay Cycle run on July 4, 2024. There is no need to modify due dates, as the Pay Cycle schedules will be altered to ensure payments are made by the due date.</p>
July 19th	<p>Cardinal Financials is unavailable for year-end processing.</p> <p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (interface) • AR (interface) • GL (interface) <p>AP Pay Cycle will be run.</p>
July 20th	<p>Cardinal Financials is unavailable for year-end processing. Cardinal HCM will be unavailable for year-end processing starting at 6:30 AM.</p>
July 21st	<p>Cardinal Financials and HCM are unavailable for year-end processing.</p>
July 22nd	<p>Cardinal Financials and HCM are unavailable for year-end processing.</p>

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Accounts Payable

1. Agencies without a Wire Business Unit (Non-Wire BUs) must ensure that all Payment Dates and Reference numbers on FY 2024 wire vouchers are manually populated on-line before the disbursement cutoff at **3:00 p.m. on Wednesday, June 26, 2024**. If the Payment Date and Reference fields are not populated, the wire payment will not be recorded in FY 2024. Agencies without a Wire Business Unit (Non-Wire BUs) will not be able to process wires on **Thursday, June 27, 2024, and Friday, June 28, 2024**.
2. Agencies should work together on interagency transactions that occur at the end of the fiscal year. This is particularly important when the transaction needs to be recorded by both agencies within the same fiscal year and the AP and AR modules are being used to pay/receive the funds. For funds to be disbursed in FY 2024, the voucher must be entered and approved in the AP module on or before **3:00 p.m. on Wednesday, June 26, 2024**. These payments should then post to the recipient agency's bank accounts on June 28th, the last day to receive an EDI payment in FY 2024. The paying agency should notify the recipient agency once the payment posts so that the recipient agency can verify the deposit and record it in the AR module before the FY 2024 deposit cutoff at **3:00 p.m. on Tuesday, July 2, 2024**.

Commitment Control

1. Posted Budget Journals, with lines that contain a budget string (Business Unit, Fund, Program, and Project, if capital outlay) that has not previously had activity posted in Cardinal, must go through a nightly batch process and the budget string will be effective the following business day in the Accounts Payable, Accounts Receivable and General Ledger modules. This is due to a Combination Edit Rule for agencies that utilize HCM. The Rule will look to each agency's posted appropriation budget and create valid budget strings based on the budgets recorded for the year. The Rule will not look to appropriation balances so there will be no checks for available budget. It will only check to see that the budget string was recorded within the budget period. If an Accounts Payable Voucher, Accounts Receivable Deposit or General Ledger Journal has a line that utilizes the new budget string before it goes through the nightly batch process, then the line(s) will fail the edit check as opposed to passing the edit check and failing the budget check. The error details will identify the Combination Edit Rule as the cause for the error.
2. FY 2025 Appropriation Allocation Budgets for VADOC, VCCS, and DBHDS **and** FY 2025 Agency Budgets using Control and/or Track with Budget should be completed and posted by **5:00 p.m. on Thursday, June 13, 2024**, to ensure all valid combinations have been created for the roll-over of Department and Position Default Funding in HCM.
3. FY 2025 Appropriation Allocation Budgets for VADOC, VCCS and DBHDS, not previously processed, must be posted in Cardinal by **3:00 p.m. on Wednesday, June 26, 2024**, to allow financial transactions to process in the new fiscal year.

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4. FY 2025 Agency Budgets using Control and/or Track with Budget, not previously processed, must be posted in Cardinal by **3:00 p.m. on Wednesday, June 26, 2024**, to allow financial transactions to process in the new fiscal year.

Reconciliations

1. The June Certification of Agency Reconciliation to Cardinal (Attachment B) is due to DOA by **5:00 p.m. on Tuesday, July 16, 2024**. Attachment B should not be submitted to DOA until after Preliminary Close on Thursday, July 4, 2024.
2. New for FY 2024, the Certification of Agency Reconciliation to Cardinal, Exception Register, and Delegation of Signatory Authority Forms must be submitted via the Box Sign process. The Delegation of Signatory Authority Form has been separated into two separate forms. One for the Agency Head delegation and one for the Fiscal Officer delegation. The Fiscal Officer is required to initiate the Box Sign process and provide the contact information for themselves and designated individuals (Agency Head or Fiscal Officer Designee) for the Certification of Agency Reconciliation to Cardinal, Exception Register and Fiscal Officer Delegation of Signatory Authority Form. The Agency Head will be required to initiate the Agency Head Delegation of Signatory Authority Form. Electronic signatures are mandatory for this process and your electronic signature is equivalent to your manual/handwritten signature on this form.

Please plan ahead in order to complete the Box Sign process by the deadline and to ensure a Delegation of Signatory Authority Form is completed for the Agency Head and/or Fiscal Officer in the event they will be unavailable to complete the Box Sign process for the Certification at the time it is due. The Delegation of Signatory Authority Form format requires signatures of both the delegator and the designee. Please reference the Attachment B instructions for more details. Questions regarding Attachment B and/or the Delegation of Signatory Authority Forms should be directed to Nekheeta Washington, Assistant Director, General Accounting, via email at nekheeta.washington@doa.virginia.gov or at (804) 786-1762.

3. Please read the instructions for the Year-End Attachments carefully. The instructions state “The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA”. In the event the Fiscal Officer is unavailable to sign the Year-End Attachments at the time they are due, the Delegation of Signatory Authority Form will be accepted to grant a designee to sign the forms in the Fiscal Officer’s absence. Therefore, the Fiscal Officer, or designee, should be listed in the "Approved by" section for Attachments C-N. Year-End Attachments will not be accepted without the appropriate approvals.
4. Reconciliation of Account 205025—Accts Payable-AP/EX Accruals – In the AP and EX modules, when a Voucher, Travel Advance or Expense Report is entered, cash balances are not immediately affected. Instead, Cardinal generates an offsetting entry to a liability account (205025). Later, when the Voucher, Travel Advance or Expense Report is paid and payment post runs, Cardinal reduces the liability (205025) and cash accounts for the amount paid. As part of the Cardinal reconciliation process, agencies should be reconciling Account 205025. At year-end, the balance in this Account should agree to the total payments awaiting due date. If there is a variance between Account 205025 and payments awaiting due date, it could be a result of Travel Advances and Expense Reports posting to different funds. Specifically, a Travel Advance is coded with an employee’s default funding codes

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from the Expenses module while the Expense Report related to the Travel Advance was recorded to a different fund. When the Travel Advance is applied to the Expense Report, the Account 205025 would not be reduced in the fund in which it was originally recorded. There will be offsetting balances in Account 205025 across two funds. In these instances, agencies will need to include this variance on the Exception Register provided to DOA-General Accounting and General Accounting will process the correcting entry.

The following queries can be utilized to assist in the reconciliation of Account 205025:

- V_AP_ACCRUAL_ACCOUNT_BAL
 - V_AP_PYMNT_DUE_DATE
 - V_AP_MONITOR_PAYCYCLE_PAYMENTS
5. Cardinal Petty Cash Operations Account 154601 is not intended to reflect the balance of the petty cash account. If all petty cash reimbursements have been recorded, there should not be a balance in account 154601 as of June 30, 2024.
6. Amounts accumulated in the Parking Suspense Account (Account 22051441) must be cleared to the appropriate fund and program, via submission of General Ledger Journals in Cardinal by **5:00 p.m. on Tuesday, July 16, 2024.** It will be appropriate to have an ending balance in Account 22051441 equal to the last distribution made to the account, as timing would not allow this deposit to be cleared by the Department of General Services.

ARMICS

1. THE ARMICS CERTIFICATION DATE IS **OCTOBER 31.**

Authorized Signatories Form

1. The Authorized Signatories Form is due by **5:00 p.m. on Wednesday, June 5, 2024.** If the form is not received timely, agencies may be unable to process FY 2025 transactions until the form is received.

DOA will only accept the Authorized Signatories Form via the Box Sign process. Electronic signatures are mandatory for this process and your electronic signature is equivalent to your manual/handwritten signature on this form. Please plan ahead in order to complete the Box Sign process by the deadline.

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HCM

1. Agencies that need to change funding in their Suspense Combination string (either Fund/Program) for FY 2025 must update the Department Budget Table USA using Department = 99999 in HCM by **5:00 p.m. on Friday, June 14, 2024**. Please ensure the [HR351 Position ChartField Assignment and Update](#) Job Aid is being utilized when making these updates.
2. Agencies are required to review the results of the new FY 2025 Department and Position Default Funding rollover on **Monday, June 17, 2024**. All updates must be completed by **5:00 p.m. on Tuesday, June 25, 2024**, that are needed for the first FY 2025 payrolls.